



## **Assessing Asthma Friendly School**

### **Policies and Practices Checklist**

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#### **Project Goal:**

- **Individual Grantees:** Complete an assessment of your school's policies as they relate to asthma and present this information to your school administrators or school board
- **Group Grantees:** Have each nurse in your group assess school policies at a different school, or have your group assess policies for an entire school district; in either case, present this information to the school administrators or school board

#### **Preparation:**

- ☐ Download copies of the asthma friendly school policy checklist form and presentation template from <http://asthmamontana.com/school-nurses/>, or request copies from Katie Loveland (see contact information below)
- ☐ Locate your school policy manual and request permission to review the policies
- ☐ Review the manual to locate policies related to school health services and coordination and a healthy school environment
- ☐ Use the asthma friendly school policy checklist form to assess the gaps in asthma friendly school policies and procedures at your school
- ☐ Time permitting, consider meeting with a maintenance or facilities staff person to learn more about the environmental policies and practices at your school or in your district
- ☐ Schedule a time to meet with school administrators or the school board for a presentation on their asthma friendly school policies and procedures
- ☐ Use the asthma friendly school policy presentation template to fill in your findings and recommendations

#### **Follow-Up:**

- ☐ Present your findings to the school administrators or school board; note how the recommendations are received and if any action steps are taken as the result of your recommendations

#### **Report Results:**

- ☐ Complete the outcomes report form and return it to William Biskupiak by May 31, 2016

#### **For More Information:**

William Biskupiak, 406-444-0995, [wbiskupiak@mt.gov](mailto:wbiskupiak@mt.gov)